

Prepare for the FY23 department budget table roll forward on June 29 ^[1]



May 18, 2022 by [Employee Services](#) ^[2]

The fiscal year 2023 (FY23) Department Budget Table (DBT) roll forward will occur on **June 29**.

A new department budget table (DBT) is required for each new position, each time there is a department change, and each time the fiscal year changes.

The Department Budget Table (DBT) will roll forward for each active position for the new fiscal year via a mass update that:

1. Copies the most current FY22 funding row
2. to a new funding row effective 7/1/2022
3. where no 7/1/2022 row already exists
4. so that funding may continue into FY23.

Note: *The system process will run after 5 p.m. on June 29. Avoid making CU Funding Entries during this time, as they may not post and subsequently will not move to completed status.*

Encumbrances for general funds will be cleared at fiscal year-end and reset for the new fiscal year.

Encumbrances for grants may continue across the fiscal year based on project and funding end dates.

What do I need to know?

Q: What if a FY22 DBT row already exists?

A: No new row is added.

Q: What about rows with no funding end date?

A: No funding end date is copied.

Q: What if a funding end date expires before July 1 2022?

A: The same funding end date is copied. If not updated, payroll will go to suspense.

Q: What if a funding end date expires after July 1 2022?

A:

The same funding end date is copied. If not updated once expired, payroll will go to suspense.

Q: What if I want to update funding before the roll forward?

A: Enter the desired funding changes on the CU Funding Entry page and select the **Apply to Next Fiscal Year** checkbox. The entry will create a funding row effective on the date you designate **before July 1**, and the **Apply to Next Fiscal Year** checkbox will then create a second row effective July 1 2022 so the same funding will continue into the new fiscal year.

Q: What if I want to update funding after the CU Funding Entry ‘Apply to Next Fiscal Year’ feature is disabled?

A: If you’re backdating funding changes or creating a new position with an effective date before July 1, use the [CU Funding Entry page](#) [3] to create the FY22 funding. Then create a second CU Funding Entry effective July 1 2022 so the same funding may continue into the new fiscal year.

Q: What happens if a July 1 row for the new fiscal year row is not created?

A: The funding will go to suspense in the new fiscal year.

Need extra help?

You can find additional HRGL resources below:

[Funding Entries info page](#) [4]

[VIDEO: DBT Rollover webinar](#) [5]

[VIDEO: Funding Distribution Basics and Suspense Clearing webinar](#) [6]

As always, you can email hcm-community@cu.edu [7] or System.HRGL.Team@cu.edu [8] for additional help.

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